

4 September 1958

OFFICE OF PERSONNEL MEMORANDUM NO. 20-110-14

SUBJECT: Personnel Career Board

RESCISSION: OPM 20-110-12 (27-57), Personnel Career Board

## 1. GENERAL

The Personnel Career Board is established to advise the Head of the Personnel Career Service in matters pertaining to the assignment, development, training, and general management of members of the Personnel Career Service.

## 2. REVIEW OF INDIVIDUAL PERSONNEL ACTIONS

As a general rule, individual personnel actions (such as appointment, reassignment, and rotation) affecting members of the Personnel Career Service who are in grades GS-9 through GS-13 will be presented to the Personnel Career Board for recommendation prior to decision by the Head of the Career Service. Individual actions affecting members of the Personnel Career Service in grades below GS-9 will ordinarily be referred to the Chairman of the Personnel Career Board for review and recommendation. Individual actions affecting members of the Personnel Career Service in grade GS-14 and above will be presented directly to the Head of the Personnel Career Service.

## 3. IMPLEMENTATION OF INDIVIDUAL PERSONNEL ACTIONS

Administrative action to effect approved recommendations will be initiated by the Executive Officer, Office of Personnel.

## 4. COMPETITIVE RANKINGS

Rankings for competitive promotion will be developed by the Personnel Career Board for individuals in grades GS-9 through GS-13. Formal rankings will not be developed for individuals in grades below GS-9 or above GS-13 except on those occasions when the Head of the Personnel Career Service determines such procedures to be necessary.

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NO CHANGE IN CLASS ☒  
☐ DECLASSIFIED  
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NEXT REVIEW DATE: \_\_\_\_\_  
AUTH: HR 70-2  
DATE 1 JUN 1981 REVIEWER: \_\_\_\_\_

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5. COMPOSITION OF PERSONNEL CAREER BOARD

The Personnel Career Board is comprised of a Chairman and four members appointed by the Director of Personnel to serve renewable terms of one year. In the absence of the Chairman or any of the members, the Director of Personnel will designate an alternate if he considers one necessary. The Career Management Officer, working under the supervision of the Executive Officer, Office of Personnel, will provide secretariat support to the Board.



Gordon M. Stewart  
Director of Personnel

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